

## CITY OF CARSON

**Title:** CIVIL ENGINEERING ASSISTANT

**Job Summary:**

Under direction, perform technical engineering duties in the design of Public Works engineering projects; provide work direction and technical assistance to entry, sub-professional or contract personnel.

**Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Participate in preparation of cost estimates, design construction plans, specifications and contract proposals for engineering projects as required.
2. Compile and analyze statistical and technical information and data and prepare reports concerning engineering projects and related activities.
3. Review plans and specifications for compliance with applicable codes, ordinances and regulations.
4. Coordinate communication and projects with other City departments and personnel, governmental and private agencies, consultants, architects, contractors, vendors and the general public.
5. Issue construction, excavation and encroachment permits.
6. Respond to questions and complaints from the public concerning assigned engineering functions; provide technical information related to codes, ordinances, regulations, policies and projects.
7. Maintain or oversee the maintenance of records and files related to projects, plans and designs.
8. Prepare comprehensive reports such as agenda items, resolutions and project reports to the City Council related to civil engineering projects.
9. Provide work direction, guidance and technical assistance to others; coordinate, assign and review work.
10. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

Graduation from an accredited college or university with a degree in civil engineering or related field or equivalent and one year of technical civil engineering experience.

**Knowledge of:**

- Principles and practices of civil engineering as related to the preparation of plans and specifications of various Public Works projects.
- Topographical and construction surveying.
- Principles and practices of municipal engineering pertaining to subdivision ordinances, design, construction, inspection and maintenance.
- Excavation, construction and encroachment permit issuance procedures.
- Materials, tools and methodology of street construction and improvements.
- Technical aspects of field of specialty.
- Applicable laws, codes, regulations, policies and procedures.

**Skill and Ability to:**

- Perform technical engineering duties in the design of Public Works engineering projects.
- Prepare plans and specifications and review engineering project cost estimates.
- Use approved engineering methods and standards in the design and construction of a variety of municipal Public Works projects.
- Perform engineering level math quickly and accurately.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Work from blueprints, shop drawings and sketches.
- Meet schedules and time lines.
- Plan and organize work.

**License or Certificate:**

Valid California driver's license.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.

Nash and Company  
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